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5 October 1954

MEMORANDUM FOR:

Librarian, OCD

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SUBJECT:

American Universities Field Staff

1. This is in confirmation of our telephone conversation of yesterday.

2. The desirability of CIA's subscribing to the service of the American Universities Field Staff (AUFSS) has been under discussion since May, 1954. Prior to that time, OO/C had been receiving one copy of each AUFSS field letter which was made available to the Agency as an OOB report. This method of distribution was unsatisfactory because

- a. One copy of each letter is inadequate to fulfill the Agency's needs;
- b. It has been determined that the cost of reproducing the letter would tax the Agency's reproduction facilities and would probably cost more than a direct subscription.

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3. RQM/OIS/DDP indicates that the DDP area could profitably use 15 copies of the field letters. Colonel Baird states that the Office of Training would find the letters valuable for use in area courses now being developed. I believe other research offices would find the letters useful if they were placed in the Library or distributed by Liaison Division, OCD, according to stated requirements.

4. A description of the American Universities Field Staff and samples of its letters are attached. Howard Penniman, Chief, ERS/State is personally familiar with AUFSS and therefore

is in a position to provide further information about it. He will handle details of the Agency's subscription if that is desired.

5. Recommendation: That the Library subscribe to the services of AUPF for one year. At the end of that period an evaluation of the usefulness of the service to the Agency should be made to determine whether or not the subscription should be continued.

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Office of the Special Assistant
to the Director
for Planning and Coordination

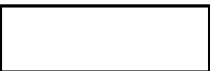

Attachments

OSA/PC/DCI:CEH:aml (5 October 1954)

Distribution:

1 & 1 - forward

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- 1 -  RQM/OIS
- 1 -  OO/C
- 1 - Howard Penniman, ERS/State
- 1 - CEH
- 1 - Chrono ✓